

**MINUTES**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, June 9, 2014**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL**

Diana Brown*	<u>X</u>	Mary Schlautman	<u>X</u>
Vinnie Caldara	<u>X</u>	Julie Tetzlaff	<u>Exc</u>
Brandon Cooper	<u>      </u>	Lisa VanDonsel	<u>X</u>
Pat Finder-Stone	<u>X</u>	Derek Weyer	<u>Exc</u>
Debbie Johnson	<u>X</u>	Tina Whetung	<u>X</u>
Patty Kiewiz	<u>X</u>	Genny Willemon	<u>X</u>
Greg Maloney	<u>X</u>	John Withbroe	<u>      </u>
Barbara Natelle	<u>      </u>	Vacant – BC Exec.	<u>      </u>
Sandy Popp	<u>X</u>	Vacant – BC Board	<u>      </u>
Cole Runge	<u>X</u>	Vacant – Citizen Member	<u>      </u>

**OTHERS PRESENT:** Lisa J. Conard, Essie Fels, Denise Misovec for Diana Brown\*, and Reena Nimmer.

C. Runge opened the meeting at 10:00 a.m.

**ORDER OF BUSINESS**

C. Runge welcomed Genny Willemon to the TCC. G. Willemon is a Brown County Human Services Department employee.

1. Approval of the March 10, 2014, Transportation Coordinating Committee meeting minutes.

A motion was made by S. Popp, seconded by M. Schlautman, to approve the March 10, 2014, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

2. Discussion regarding the results of Green Bay Metro's paratransit rider survey.

P. Kiewiz reviewed paratransit service statistics and the results of the rider survey:

- Over 1,300 people are certified as paratransit-eligible.
- Approximately 250 people are active users.
- A total of 55,818 paratransit trips were provided in 2013.
  - Of those trips, only 579 were considered late trips (arrived outside of the 15 minute allowable window before and after scheduled time).
  - Of those trips, only 243 were considered excessive time on the vehicle trips (more than 60 minutes on the vehicle).
- Written comments were also provided to Metro staff by survey respondents.
  - In general, written comments were positive.

- Several respondents identified issues associated with the MV start-up (May 2011) that are no longer an issue.
- Several respondents provided information to staff for follow-up.

P. Kiewiz stated that Metro receives a report each morning from MV detailing 60 minute plus trips from the previous service day.

P. Kiewiz noted that 60 minute plus trips include scenarios in which MV reached the destination within the 60 minute timeframe but the client's caregiver was not available to receive them. In this case, MV will keep the client on the vehicle until the caregiver arrives. MV may transport other clients on the vehicle and return to the home once the caregiver arrives. In many cases, this trip becomes 60 plus minutes and is recorded as such, even though MV met the standard.

L. Conard asked if Metro tracks the reasons why passengers spend more than 60 minutes in a vehicle. Factors can include weather, bridge-up/train delay, vehicle breakdown, caregiver not available at destination to receive client, tight/ineffective scheduling, or other reasons.

P. Kiewiz stated that Metro does not.

C. Runge asked if MV tracks this information.

V. Caldara stated that MV does not.

P. Kiewiz stated that Metro can and will start to do this. P. Kiewiz thought this would be valuable for staff.

M. Schlautman congratulated MV on a job well done.

M. Schlautman asked if Metro was selling paratransit tickets to MTM. *(Note: This question is in regard to NEMT provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)*

P. Kiewiz stated that MTM did purchase fare media for fixed route bus service but found this was not an effective service for its clients.

M. Schlautman referred to Question #18 on the survey (Did you know that ADA law states that you could be on the vehicle for up to 60 minutes? Responses: 53 Yes, 59 No). She stated that these responses demonstrate that many users do not understand the rules/provisions of the paratransit program.

L. VanDonsel stated that the service provided is not designed to be taxi service.

In reference to the 60 minute trip standard, S. Popp stated that squeezing a client into a pre-determined schedule sometimes can happen with this type of service. She encouraged people to be patient as it is important for everyone to be accommodated.

S. Popp asked for clarification regarding paratransit tickets.

P. Kiewiz stated that tickets are available for purchase at Metro offices, all Shopko stores,

and the Aging and Disability Resource Center (ADRC). Metro also accepted orders via mail. Clients can pay by check. In addition, human service agencies purchase tickets directly from Metro and distribute them to their clients.

L. Conard noted clients can pay via cash when boarding.

3. Update regarding a Request for Proposals (RFP) for Green Bay Metro paratransit service providers.

*(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)*

P. Kiewiz reminded the TCC that Metro and MV signed a three-year contract with two single-year extension options. The three-year period has lapsed and Metro staff intends to issue a Request for Proposals (RFP) for the provision of services. This decision has nothing to do with the performance of MV. The decision is financial. The City of Green Bay Purchasing Department is working on the RFP document. It is hopeful it will be issued the week of June 16, 2014.

P. Kiewiz stated she would like to review, interview, and select a provider by August 1, 2014, with a start date of October 1, 2014. If the aggressive schedule cannot be met, Metro will work with MV to continue operating until spring of 2015 at which time a provider could be selected. MV and any other company can submit a proposal.

All agreed that a start date in the winter months could be problematic for clients/provider based on past experience.

4. Discussion regarding the new American Red Cross vehicle policy that takes effect on July 1, 2014.

C. Runge stated that the American Red Cross has adopted a new policy that will impact the provision of transportation in the area. He asked T. Whetung if she would summarize the new policy for the committee.

T. Whetung stated that the national Red Cross is requiring the Northeast Wisconsin Chapter to change its vehicle usage policy. This new policy will impact the five vehicles used by N.E.W. Curative and the single vehicle used by Fort Howard Apartments (senior apartments).

Red Cross has put the five N.E.W. Curative vehicles up for bid and any entity may submit a bid. Once three bids are received for a vehicle, Red Cross can award the vehicle to the highest bidder. This bidding process will continue until all of the vehicles have been purchased.

D. Misovec stated N.E.W. Curative has bid on the vehicles. She stated that approximately 110 of Curative's 145 day-service clients rely on these vehicles to get to and from the N.E.W. Curative building.

Fort Howard Apartments has not identified its plans for replacing its vehicle.

T. Whetung stated that the vehicles have exceeded their useful lives (as defined by the FTA).

Each vehicle has over 100,000 miles. Past experience with vehicle sales indicate that each vehicle will bring in between \$200 and \$1,200 for Red Cross.

M. Schlautman stated that in addition to the Red Cross vehicles, other used Section 5310 vehicles are available for bid throughout the state.

5. Discussion and action regarding the creation of a subcommittee to review and rank applications for FY 2015 Section 5310 Grant Program funds.

C. Runge stated MPO staff has recently participated in several conference calls with other TMAs and WisDOT regarding the upcoming Section 5310 project application cycle.

WisDOT intends to issue program guidelines and application materials on June 16, 2014. It is anticipated that applications will be due on August 15, 2014.

C. Runge stated the Green Bay Urbanized Area was allocated \$163,000 for FY 2015 projects. Green Bay Metro, as the Designated Recipient (DR) for the program, will receive 10% for administrative expenses. The balance will be available for projects.

C. Runge stated that WisDOT told MPO staff that the initial application review and ranking process should be conducted by a group of four or five people. Therefore, he wants to form a TCC subcommittee to review and rank applications for projects within the Green Bay Urbanized Area. The subcommittee needs to be comprised of TCC members who represent agencies that will not be submitting applications for Section 5310 funds for the FY 2015 cycle.

After the TCC subcommittee reviews and ranks the applications, it will report its findings to the full TCC. The full TCC will then develop and forward its approval recommendations to the Brown County Planning Commission Board of Directors (MPO Policy Board) for final approval.

G. Willemon stated that the county intends to apply for a vehicle to replace a county vehicle that was recently removed from service.

G. Maloney asked how much time the TCC subcommittee members will have to commit to review and rank the applications.

C. Runge stated that TCC subcommittee members would need to review project applications, score them, and attend one meeting of the subcommittee to discuss their scores and develop recommendations to the full TCC.

L. Conard noted that the program under MAP-21 was expanded to include former Section 5317 New Freedom activities. This could include funding for a mobility manager that focuses on the transportation needs of seniors and individuals with disabilities.

P. Kiewiz asked if FTA would allow a representative of the DR (Metro) to be on the review subcommittee.

C. Runge stated that a representative of the DR (Metro) can serve on the review subcommittee. However, if the DR (Metro) intends to submit an application for Section 5310 funds, its representatives cannot serve on the subcommittee.

S. Popp agreed and stated that it would be a conflict of interest for any applicant to serve on

the review subcommittee.

C. Runge asked for three volunteers from the TCC to serve on the subcommittee.

Lisa VanDonsel, Pat Finder-Stone, and Mary Schlautman volunteered. C. Runge and L. Conard will also serve on the subcommittee.

L. Conard stated that since the Brown County Human Services Department has indicated it intends to apply for Section 5310 funds, it will be important to coordinate with MPO staff as the project will need to be identified in the upcoming annual *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* report.

6. Round robin discussion about paratransit service.

S. Popp, D. Johnson, and P. Finder-Stone congratulated Metro staff on the successful survey results.

M. Schlautman stated that she was aware of a situation in which a MV vehicle arrived early at the point of pick-up and told the client that they were unable to board until the official pick-up time.

V. Caldera stated that if the driver was on a meal break, that was acceptable. If not, the driver should have boarded the passenger. V. Caldera will investigate.

V. Caldera stated that MV has not had a preventable accident since November 2013. This period includes the harsh weather experienced in the winter of 2013/2014. V. Caldera also noted that MV has an on-time rating of 99.28% in 2014.

D. Misovec noted that she had been working with MV on refining pick-up locations at the many N.E.W Curative entrance points.

7. Other matters.

The meeting dates for 2014 are as follows:

**Monday, September 8, 2014**

**Monday, December 15, 2014**

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:00 a.m.

8. Adjourn.

C. Runge closed the meeting at 11:00 a.m.